

COMMUNICATIVE ENGLISH 1

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PENGAJIAN AM

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PREFACE

A firm grasp of grammar is crucial in learning English language. The purpose of this publication is to assist polytechnic students to gain understanding on the basic grammar. Hence, this book is published with the purpose of channelling all language focus needed for DUE 10012 Communicative English 1 syllabus. It is developed with such a simplicity that learners will find it easy to comprehend. Moreover, this book comes with related exercises, that makes it handy as a quick reference.



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SYNOPSIS

COMMUNICATIVE ENGLISH 1 focuses on developing students' speaking skills to enable them to communicate effectively and confidently in group discussions and in a variety of social interactions. It is designed to provide students with appropriate reading skills to comprehend a variety of texts. The students are equipped with effective presentation skills as a preparation for academic and work purposes.

Upon completion of this course, students should be able to:

CLO1 :

Participate in a discussion using effective communication and social skills to reach an amicable conclusion by accommodating differing views and opinions (A3 , CLS 3b)

CLO2 :

Demonstrate awareness of values and opinions embedded in texts on current issues (A3 , CLS 3b)

CLO3 :

Present a topic of interest that carries identifiable values coherently using effective verbal and non-verbal communication skills (A2 , CLS 4)



INTRODUCTION

Grammar is the system of rules that guide us as we make and comprehend the sentences of others. All languages have some kind of grammar.

Understanding the basics of English grammar is helpful whenever we study language. When we're learning to become better writers, for instance, we have to discuss language, and that requires some knowledge of the terms and concepts of sentence structure—that is, of grammar.

For example, we may discuss improving something we wrote by rewriting a passive sentence as an active sentence. But discussing that improvement—and making it—means we need to recognize a passive verb and know how to change it into an active verb, and then make all the related changes in the sentence.

The terms and concepts you learn in English grammar apply to other languages, too. Many of the grammatical concepts of English apply to other European languages, and some apply to non-European languages as well. That means that English speakers can use grammatical terms and concepts they already know to help them learn a new language. For example, it's easier for English speakers to learn about direct and indirect objects in German if they already understand these concepts in English.



What is a pronoun?

A pronoun is a word that can replace a noun in a sentence. The noun that is replaced by a pronoun is called an antecedent.

Pronouns allow us to shorten our sentences and make them sound less repetitive. It also shows the relationship between the subjects and the object.

Refer to the following sentences.

Sarah has a *cat*. *Sarah* loves the *cat*.

Sarah plays with the *cat*.

Sarah's grandmother bought the *cat* for *Sarah*.

The Nouns used; (*Sarah* and *cat*) have been repeated many times. Instead of using the same nouns, we can use pronouns to replace those nouns.



Sarah has a cat. *She* loves the cat.

She plays with the *it*.

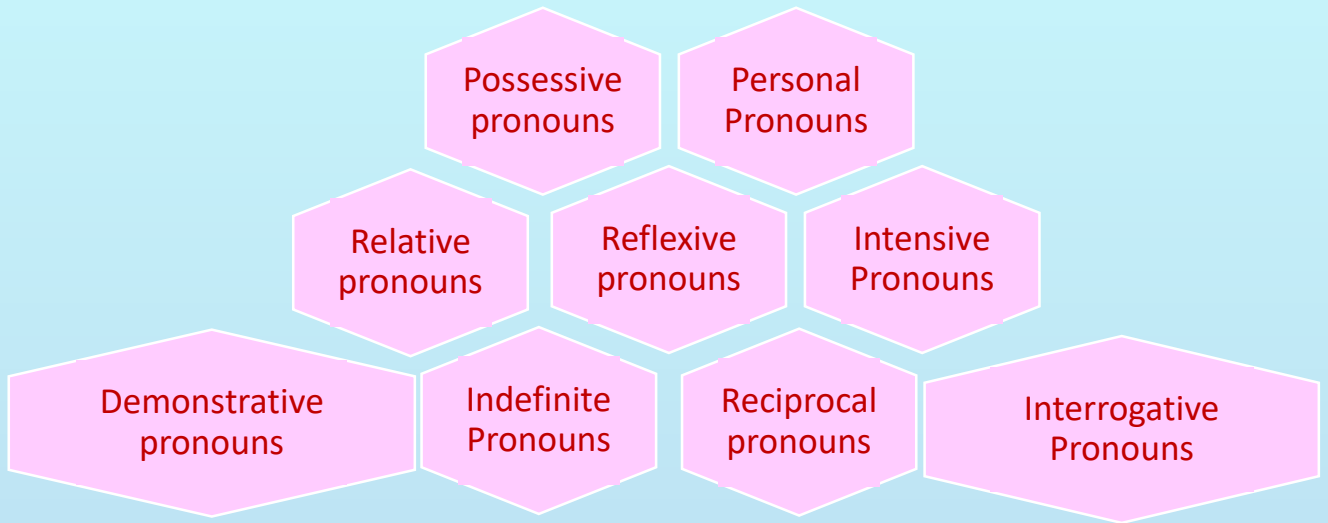
Her grandmother bought the *it* for *her*.

The words *she*, *it* and *her* which are used in place of the nouns are called **pronouns**.





Common Types of Pronouns



Possessive pronouns

A possessive pronoun is a pronoun that expresses possession, ownership, origin, relationship, etc.

Possessive pronoun examples

mine, yours, his, hers, ours, theirs

Possessive pronouns used in sentences

mine, ours

used when we speak of things which belong to us

Example:

The money is *mine*.
These jewelleries are *ours*.

yours

used to speak of things which belong to the person(s) we are speaking to

Example:

This is my bag. Which is *yours*?
Are these shoes *yours*?

his, hers, theirs, its

used when we speak about things belonging to others

Example:

That car is *his*. That is *hers*.
This house is *theirs*.



Personal pronouns

Personal pronouns are pronouns that we use to refer to people, animals or places. The pronouns **it**, **they**, and **them** can also apply to objects.

Personal pronoun examples
I, you, she, he, it, we, they, me, us, them

The pronouns must be of the same gender, person and number of the noun that it is substituting. You may refer to the example below:

- a. **The girl** fell from the tree. **She** was trying to save **her** kitten.
- b. **The boys** had to work all night. **They** worked very hard to finish the assignment on time.

Personal Pronouns used in Sentences

First person

Second Person

Third Person

I, me, mine, we, us

you

He, him, his, she, her, they, them

Example:

I am afraid of mice. **We** are afraid of mice.
Hand **me** that book. Hand **us** those books.

Example:

Do **you** like western food?
You may come to my house tomorrow.

Example:

He likes to eat pasta.
I gave **him** some money.
She looks beautiful in that red dress.
I gave **her** a bouquet of flower.
They are all good people.
We know **them** very well.





Relative pronouns

Relative pronouns connect dependent clauses to independent clauses.

Relative pronoun examples
who, whom, which, what, that

Relative pronouns used in sentences

Example:

I don't like to eat a meal *that* is too sweet.

Example:

I need to find a person *who* can fix my car as soon as possible.

Example:

This novel *which* I bought at the book fair last month is really exciting

WHO

- subject or object pronoun for people

Example:
I told you about the woman *who* lives next door.



Reflexive pronouns

A reflexive pronoun is a pronoun used as an object of a verb that refers to the same person or thing as the subject of the verb.

Reflexive pronoun examples
myself, yourself, itself, herself, himself, ourselves, themselves

Reflexive pronouns used in sentences

Example:

I blame *myself* for what happened.

Example:

They hid *themselves* behind the bushes.

LIST OF REFLEXIVE PRONOUNS



<p>SINGULAR</p> <ul style="list-style-type: none"> ★ Myself ★ Yourself ★ Himself ★ Herself ★ Itself 	<p>PLURAL</p> <ul style="list-style-type: none"> ★ Ourselves ★ Yourselves ★ Themselves
---	--

Example:

Cinderella looked at *herself* in the mirror.



Intensive pronouns

Intensive pronouns refer back to the subject in order to add emphasis. It is used to say something strongly, that is with force or emphasis. Intensive pronouns are identical in appearance to reflexive pronouns.

Reflexive pronoun examples

myself, yourself, itself, herself, himself, ourselves, themselves

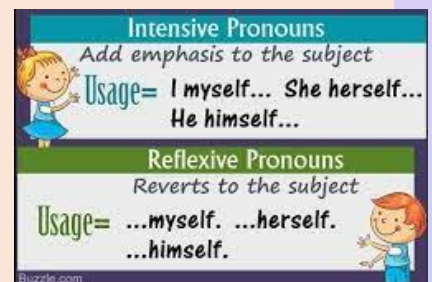
Intensive pronouns used in sentences

Examples:

She **herself** asked me to do it.

You **yourself** must learn to be punctual.

I **myself** baked the cake for the birthday party tonight.



Indefinite pronouns

An indefinite pronoun is a pronoun that doesn't specifically identify who or what it is referring to. It refers to persons or things in a general way.

Indefinite pronoun examples

some, somebody, anyone, anywhere, nothing, everybody

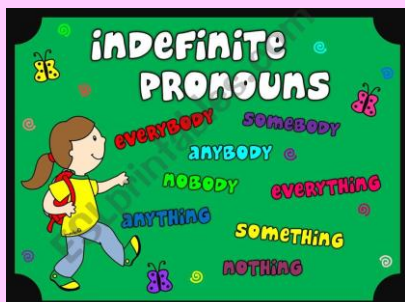
Indefinite pronouns used in sentences

Examples:

This note could have been written by **anybody**.

There are dead bodies **everywhere**.

Someone ate my sandwich.





Demonstrative pronouns

Demonstrative pronouns are used to point to specific things or persons. A demonstrative pronoun has a singular form and a plural form.

Demonstrative pronoun examples

this, that, these, those

Demonstrative pronouns used in sentences

Examples:

This is my favourite dress.

These are their forms.

That is my car.

Those bags are heavy.

	nearer to you	farther from you
singular	 This kitten is here.	 That kitten is there.
plural	 These kittens are here.	 Those kittens are there.
DEMONSTRATIVE ADJECTIVES YOURDICTIONARY		

Interrogative pronouns

Interrogative pronouns are pronouns used to ask questions about unknown people or things.

Interrogative pronoun examples

who, whom, what, which, whose


Interrogative pronouns used in sentences

Examples:

Which is the correct answer?

Who wrote this letter?

What is an amphibian?

<p>WHO</p>  <p>Who is calling? Who will reach the phone first?</p>	<p>WHERE</p>  <p>Where should I go?</p>
<p>WHEN</p>  <p>When can I go on vacation?</p>	<p>WHY</p>  <p>Why are you angry?</p>
<p>WHAT</p>  <p>What is making that sound?</p>	<p>WHICH</p>  <p>Which dish should I choose?</p>
<p>HOW</p>  <p>How do I stop the baby from crying?</p>	<p>EXPLANATION</p> <p>I want to know the</p> <ul style="list-style-type: none"> Who? Person Where? Position, Place When? Time, Occasion, Moment Why? Reason, Explanation What? Specific thing, Object Which? Choice, Alternative How? Way, Manner, Form



Reciprocal pronouns

Reciprocal pronouns express mutual relationships or actions.

Reciprocal pronoun examples

each other, one another

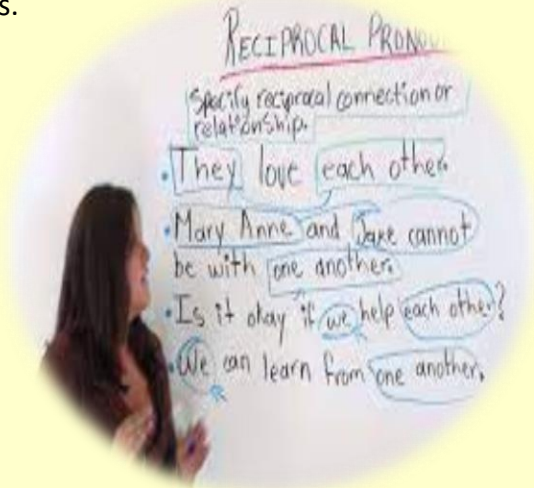
Reciprocal pronouns used in sentences

Examples:

My best friend and I love **each other** very much.

The members of the team support **one another**.

The athletes love to compete with **each other**.



Reciprocal Pronouns

We use reciprocal pronouns when two or more people do the same thing.



The boys are fighting **one another**



Tina and Mary are talking to **each other**



Wh Questions

Question words are also called “wh” questions because they include the letters 'W' and 'H'.

Question words	Meaning	Examples
who	person	Who's that? That's Malika.
where	place	Where do you live? In Kuala Terengganu
why	reason	Why do you angry? Because I've got to clean up all the mess alone.
when	time	When do you go to work? At 7:00 am.
how	manner	How do you go to work? By car.
what	object, idea or action	What do you do? I am a chef.
which	choice	Which one do you prefer? The strawberry flavour.
whose	possession	Whose is this bag? It's mine.
whom	object of the verb	Whom did you meet? I met the supervisor.
what kind	description	What kind of music do you like? I like ballad songs.
what time	time	What time did you come home? At 8 pm.
how many	quantity (countable)	How many students are there? There are twenty of them.
how much	amount, price (uncountable)	How much time have we got? We have ten minutes left.
how long	duration, length	How long did you stay in that hotel? For 3 days.
how often	frequency	How often do you go to the gym? Twice a week.
how far	distance	How far is your school? It's one mile far.
how old	age	How old are you? I'm 18 years old.
how come	reason	How come I didn't see you at the party? I didn't come actually. I got stomached last night.



Cohesive Devices

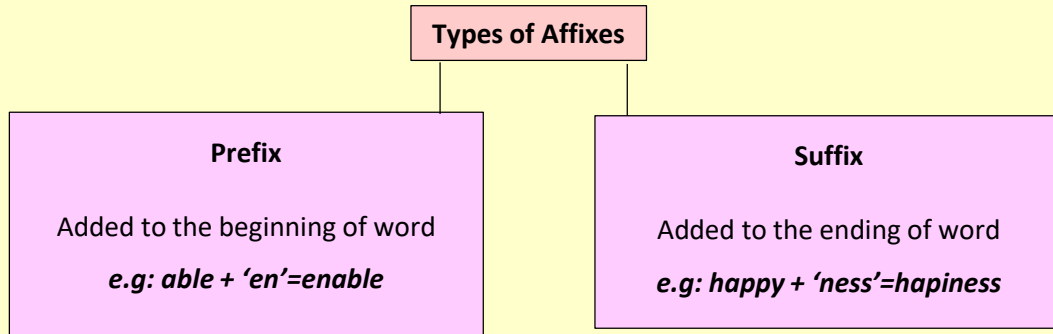
Cohesive devices are the words that hold sentences together to make ideas more understandable to the reader. They can be in terms of pronouns, prepositions, conjunctions etc. Cohesive devices are used to link sentences, paragraphs or any pieces of text. In other words, cohesive devices make content to be coherent

EXAMPLES	FUNCTIONS
First, firstly, first of all,	Sequencing
Second, secondly	
next	
subsequently	
and	adding
As well as	
moreover	
In addition	
For example	illustrating
Such as	
As shown by	
Illustrated by	
similarly	comparing
likewise	
equally	
In the same way	
but	qualifying
although	
except	
if	
whereas	contrasting
unlike	
On the other hand	
nevertheless	



Affixes

A group of letters that are added to words, either at the beginning or at the end of the word, that changes/affects the meaning of the word.



Few examples on common list of prefixes

Prefix	Meaning	Example
anti	against	Antifreeze, antiviral
de	opposite	Decode, decompose
dis	Not, opposite of	Disconnect, disembark
en	Cause to	Encode, enable
fore	before	Forecast, foresight
In, -im, -il, -ir	not	Injustice, impossible, illogical, irrelevant
Inter	between	International
mis	wrongly	Misunderstand, mistreat
non	not	Nonsense
Over	over	Overdue
pre	before	Prehistoric, preschool
re	again	Reread, regain
sub	under	Submarine
trans	Across	Transatlantic
un	not	Unable, unfriendly
under	under	Undersea



Few examples on common list of suffixes

Suffix	Meaning	Example
-age	A result	wreckage
-ance	An action or state	importance
-ant	A person	assistant
-ence	An action/state	difference
-er/or	A person	Teacher, actor
-ess	Makes a feminine form	Actress
-ing	An action/result	painting
-ion	A process/state/result	creation
-ism	A belief/condition	nationalism
-ist	A person	therapist
-ment	An action/state	excitement
-able	Able to be	readable
-ful	Full of	beautiful
-ible	Ability	flexible
-less	without	Careless
-like	Similar to, like	lifelike
-ous	Full of	joyous
-some	A tendency to	quarrelsome
-ly	In a manner	slowly



Modals

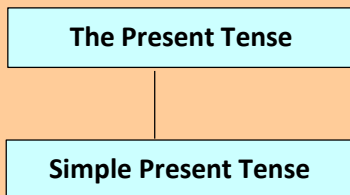
Modals (also called modal verbs, modal auxiliary verbs, modal auxiliaries) are special verbs that behave irregularly in English. They are different from normal action verbs e.g: walk, talk etc. The modals perform different functions, thus providing sentences with a variety of meaning.

Modal Verb	Expressing	Example
must	Strong obligation	You must stop drinking.
	logical conclusion / Certainty	There must be a cheap sale. People are crowding at the booth.
must not	prohibition	You must not smoke in the hotel area.
can	ability	I can draw portrait.
	permission	Can I move the chair here?
	possibility	Too much sugar intake can cause diabetes.
could	ability in the past	When I was younger I could break the brick with my bare hand.
	polite permission	Could I just stay here for tonight?
	possibility	It could rain tomorrow!
may	permission	May I have this file?
	possibility, probability	She may agree with the idea.
might	polite permission	Might I join you for lunch?
	possibility, probability	I might further my abroad next year.
will	prediction	The sales will drop next month if you just ignore customer's complaints.
	willingness	They will build the house for the orphans.
need not	lack of necessity/absence of obligation	I need not change the plan. It could affect the previous decision.
should/ought to	50 % obligation	I should / ought to see a dentist. I have a terrible toothache since last light.
	advice	You should / ought to revise your lessons
	logical conclusion	He should / ought to be very tired. He hasn't stop cooking since morning.
had better	advice	You'd better do your revision. The exam is around the corner.



Tenses

There are three main verb tenses in English – **the past**, **the present** and **the future** – which each has various forms and uses.



The simple present is usually the first tense students learn. You can use it to talk about yourself and other people – as well as things that occur habitually in the present.

USES	EXAMPLES
Habits	I sometimes go to the gym. I never eat durian.
General Truths	Kuala Lumpur is the capital city of Malaysia.
Repeated Actions of Events	We drive to work every day.
Fixed Arrangements/ Timetables	The bus leaves at 6:30pm. The class starts at 8.00 am.
Feelings/Opinions/Beliefs	I love strawberry. I hope to see you soon.
Instructions	First heat the oil in the pan, then add the onion.



Forming the Simple Present Tense

The simple present tense is quite easy to form.

base form

or

base form + "s"

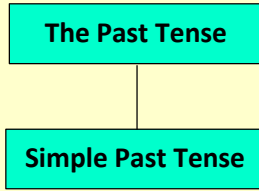
Let's look at the verb to run (whose base form is walk). In the simple present tense, "walk" looks like this:

PERSON	EXAMPLE
First person singular	I walk
Second person singular	You walk
Third person singular	He/She/It walks
First person plural	We walk
Second person plural	You walk
Third person plural	They walk

In other words, it only changes in the third person singular (he / she / it). It adds either s, es or ies.



Tenses

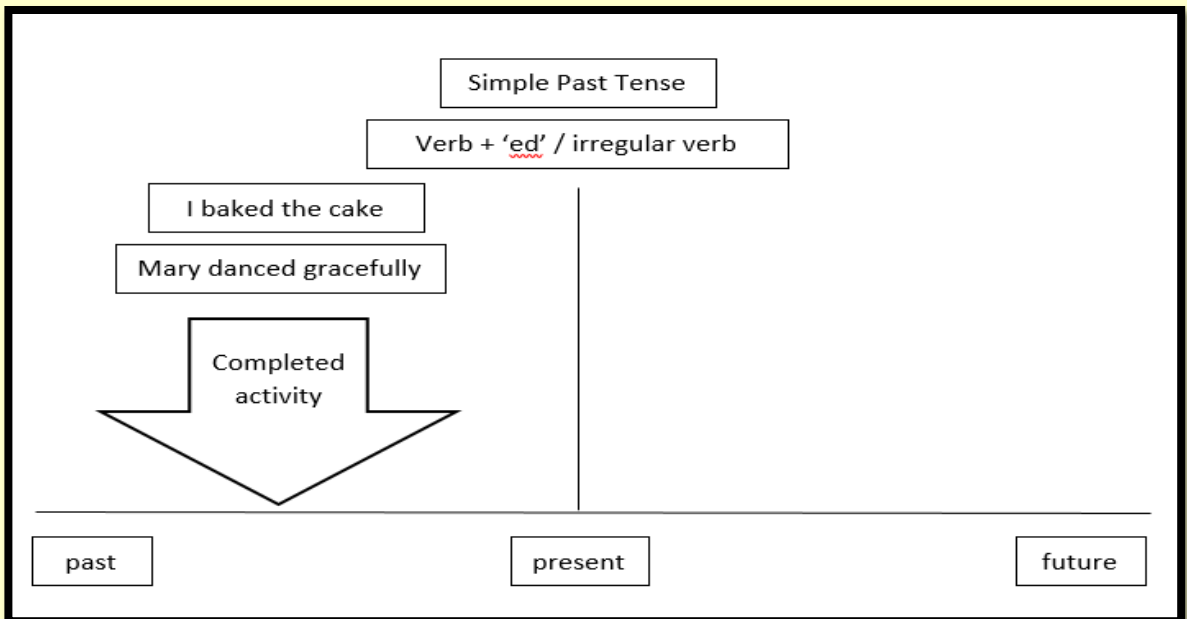


The simple past tense is used to describe a completed activity that happened in the past. In other words, it started in the past and ended in the past. For example:

John *baked* a cake.

They *ainted* the fence.

Here is an infographic explaining the simple past tense:





Forming the Simple Past Tense

If you're dealing with a regular verb, the **simple past tense** is formed like this:

base form of verb + "ed"

- jump = jumped
- paint = painted

However there are exceptional cases for certain words such as;

If a verb of one syllable words, double the final consonant and add "ed":

- chat = chatted
- stop = stopped

If the verb ends "e", just add "d":

- thrive = thrived
- guzzle = guzzled



If the verb ends [consonant + "y"], change the "y" to an "i" and add "ed":

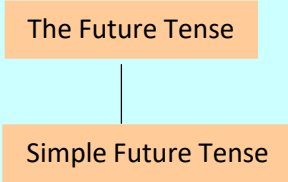
- cry = cried
- fry = fried

If it's an irregular verb, the simple past tense is formed in all sorts of different ways. Here are some examples:

- break = broke
- catch = caught
- find = found
- see = saw
- put = put



Tenses

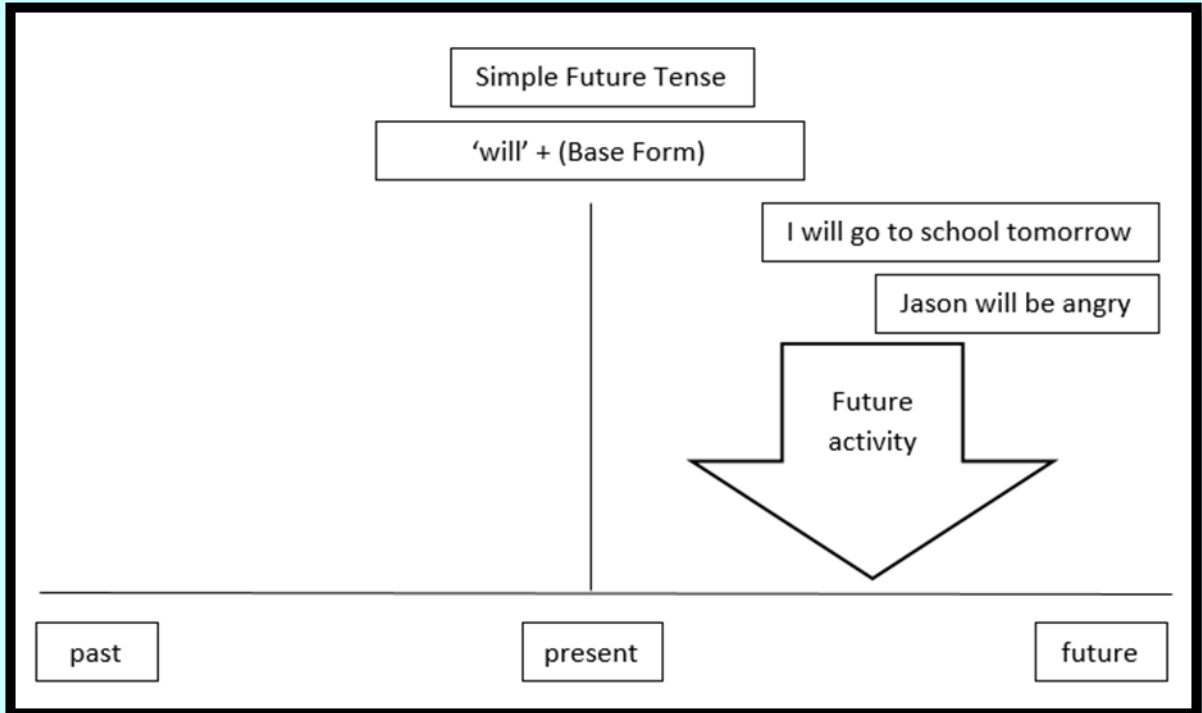


The simple future tense is used for an action that will occur in the future. For example:

John **will bake** a cake.

They **will paint** the fence.

Here is an infographic explaining the simple future tense:





Forming the Simple Future Tense

The simple future tense is formed:

"will" + [base form of the verb]

- She will come later.
- Marsha will draw the portrait of me.

Contractions with the Simple Future Tense

Be aware that in speech and writing (particularly informal writing), it is common for will to be shortened to 'll. This is especially common when will follows a personal pronoun (e.g. I, he, she).

- I will = I'll
- he will = he'll
- she will = she'll
- you will = you'll
- we will = we'll
- they will = they'll
- who will = who'll



Forming the Simple Future Tense

The simple future tense is formed:

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- I will = I'll
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- you will = you'll
- we will = we'll
- they will = they'll
- who will = who'll



SAMPLE OF EXERCISES

Pronouns

A. Write the correct pronoun:

1. You and _____ must arrive there on time.
2. We can borrow mike's car. _____ is in good condition.
3. My cousin invited my sister and _____ to her birthday party tonight.
4. This bag is _____.
5. Nobody but _____ can help us in this matter.
6. They say that it was _____ who broke the chair.
7. This smartphone is _____.
8. Our house is much bigger than _____.
9. Do _____ need a table for three?
10. There are rooms for _____ too.

A. Fill in the blanks with suitable pronouns:

1. _____ is a rose for you.
2. _____ is the necklace I bought for you.
3. _____ are all excuses.
4. _____ was my friend who came from Milan last month.
5. _____ are the books which need to be returned.
6. _____ are the people who signed the petition.
7. _____ is the method that needs to be implemented.
8. _____ is my dress and _____ one lying there is yours.



EXERCISES

COMMUNICATIVE ENGLISH 1

SAMPLE OF EXERCISES

WH Questions

Write proper question to the answers below using correct WH-words.

<i>e.g: How do you come here?</i>	<i>I come here by bus.</i>
	My name is Diana.
	Our Science teacher is Mr.Prabhu.
	She will come tonight.
	They are my best friends.
	Malika is a popular actress.
	This one is cheaper.
	Jack is at his grandmother's house.
	The key is under the red carpet.
	It is RM9 only.
	It is on the table.



SAMPLE OF EXERCISES

Cohesive Devices

Fill in the blanks using appropriate cohesive devices.

A.

My friend is a singer. She is intelligent (1) _____ hardworking. (2) _____ she is creative. (3) _____ she has never received any award in her own country, she won a prize in a singing competition in America last year. (4) _____ she has decided to leave Malaysia and pursue her dream to be well known singer in America.

B.

Many people will come to the conference (5) _____ the theme for the seminar has attracted many academicians to present their research on online education. (6) _____ we need a bigger hall (7) _____ at least five hundred persons can be seated. We wanted to book the main hall at Etech Centre, (8) _____ it is already booked for that day. (9) _____ we are trying to reserve the town hall (10) _____ it does not have an air-conditioner.



SAMPLE OF EXERCISES

Affixes

Put the words in brackets in the appropriate form (use prefixes or suffixes):

1. The girl was acting in a very _____ way. (child)
2. She won the first place in singing competition. She started to cry _____. (happy)
3. He was _____ to finish his master degree on time. (succeed)
4. The badminton player that he supported was able to win the _____ (tour)
5. I couldn't find any _____ in his sculpture. (weak)
6. He wants to be a _____ when he grows up. (physic)
7. There were only a _____ of people at the concert. (hand)
8. "I'm still not satisfied with the landscape, so we're going to _____ the site next week", said Mr. Kumar. (visit)
9. I think that you should _____ your decision. You have to think about your children. (consider)
10. It is _____ for people to always stay positive during this hard time. (possible)



SAMPLE OF EXERCISES

Modals

Complete the sentence using correct modals.

1. There are plenty of apples in the kitchen. You _____ buy any.
2. This is a hospital area. You _____ smoke here.
3. He had been working for more than 11 hours. He _____ be tired after such a long day at work. He _____ get some rest.
4. I _____ speak Spanish fluently when I was a child and we lived in Barcelona. But after we moved back to Kuala Lumpur, I had very little exposure to the language. Now, I _____ just say a few things in the language.
5. _____ you hold your breath for more than 3 minutes? No, I _____.
6. Take an umbrella. It _____ rain later.
7. _____ you like to change seats?
8. _____ we have spaghetti for dinner tonight?
9. You _____ learn to be more patient.
10. They _____ agree with the idea.



SAMPLE OF EXERCISES

Tenses

A. Change these sentences into the Present Tense

e.g: *He went out early to work.*

He goes out early to work.

1. She sang a Korean song to the audience.
2. He gave the money to the orphans.
3. My mom cut the oranges into small pieces.
4. She was happy to hear the news.
5. Kiran had a big car.
6. They spoke to me about this matter.
7. The young millionaire spent a lot of money on his summer vacation.
8. The villagers caught the thief.
9. My brother fought with his friend.
10. Mary did all the work.



SAMPLE OF EXERCISES

Tenses

B. Underline the correct word in the brackets.

e.g: The boys (shows, showed, shown) me the direction politely.

The boys (shows, showed, shown) me the direction politely.

1. We (sold, sell, selling) our car last year.
2. The naughty kids (throws, threw, thrown) at me.
3. (Did, Does, done) you pay for the book?
4. My grandmother (read, reads, reading) bed time story for me last night.
5. I (buy, bought, buys) the red dress at Jaya Mall store yesterday.
6. Lynda (kept, keep, keeping) the secret of her neighbour's death to herself.
7. They (built, builds, building) the house with red bricks.
8. Many people (was, were, has) jobless in the last five years.
9. He (stand, stood, standing) nearby me.
10. The train (arrive, arrived, arriving) late.



SAMPLE OF EXERCISES

Tenses

C. Change the sentences into the Future Tense.

e.g: The parents left the boy at home.

The parents will leave the boy at home.

1. They returned to ask me about the mysterious old man story.
2. I visited Milan last month.
3. The wound healed slowly.
4. He spent all his time at the office to finish his work.
5. The girl went from house to house selling her cakes.
6. She sent her mom to the bus station.
7. I am waiting for them to come.
8. They take me home.
9. I met the man at a coffee house.
10. My sister stayed at home for the whole day.



ANSWERS

Pronouns

A.

1. I
2. it
3. me
4. mine
5. you
6. him
7. hers
8. theirs
9. you
10. them

WH Questions

e.g: How do you come here?

What is your name?

Who is our Science teacher?

When will she come?

Who are they?

Who is Malika?

Which one is cheaper?

Where is Jack?

Where is the key?

How much is it?

Where is it?

Cohesive Devices

- A. 1. and 2. Moreover 3. Although 4. Therefore
B. 5. because 6. Hence 7. So that 8. but 9. Therefore 10. though



ANSWERS

Affixes

1. childish
2. happily
3. successful
4. tournament
5. weakness
6. physician
7. handful
8. revisit
9. reconsider
10. impossible

Tenses

- A.
1. She sings a Korean song to the audience.
 2. He gives the money to the orphans.
 3. My mom cuts the oranges into small pieces.
 4. She is happy to hear the news.
 5. Kiran has a big car.
 6. They speak to me about this matter.
 7. The young millionaire spends a lot of money on his summer vacation.
 8. The villagers catch the thief.
 9. My brother fights with his friend.
 10. Mary does all the work.



ANSWERS

Tenses

B.

1. We (**sold**, sell, selling) our car last year.
2. The naughty kids (throws, **threw**, thrown) at me.
3. (**Did**, Does, done) you pay for the book?
4. My grandmother (**read**, reads, reading) bed time story for me last night.
5. I (buy, **bought**, buys) the red dress at Jaya Mall store yesterday.
6. Lynda (**kept**, keep, keeping) the secret of her neighbour's death to herself.
7. They (**built**, builds, building) the house with red bricks.
8. Many people (was, **were**, has) jobless in the last five years.
9. He (stand, **stood**, standing) nearby me.
10. The train (arrive, **arrived**, arriving) late.



ANSWERS

Tenses

- C.
1. They will return to ask me about the mysterious old man story.
 2. I shall visit Milan last month.
 3. The wound will heal slowly.
 4. He shall spend all his time at the office to finish his work.
 5. The girl will go from house to house selling her cakes.
 6. She will send her mom to the bus station.
 7. I will wait for them to come.
 8. They shall take me home.
 9. I will met the man at a coffee house.
 10. My sister shall stay at home for the whole day.



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Terbitan



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